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ABSTRACT

This self-paced workbook is used for the orientation of new staff members at the University of Delaware Library to DELCAT technical services. DELCAT, based on NOTIS Systems, Inc., software, is the name of the University of Delaware Library's integrated library system. The orientation programs to DELCAT are of two types: programs that teach basic system competencies, and programs focusing on general automation and systems topics. This manual guides staff through the MARC record and its relationship to DELCAT; the DELCAT records structure; and the DELCAT search keys and commands. Additionally, much of the experience includes hands-on online sessions. Appendices include a glossary of terms and examples of DELCAT records that are relevant to the staff member's job. An index provides access to the topics covered in this workbook.
(Author/MAB)

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Ask Me About DELCAT:

A Self-Paced Workbook

To DELCAT Technical Services

by The University of Delaware Library

3rd edition, 1990

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The 3rd edition was revised by Kristin A. Antelman, Assistant Librarian, University of Delaware Library.

Other members of the library staff who contributed to the development, content, and evaluation of this workbook were: Susan Brynteson, Darcel Bryant, Kathryn Gabriel, Stuart Glogoff, Susan Hurt, Kristina Kromer, Madeleine Masso, Audrey Peirson, and Margaret Wang and their work is herewith acknowledged with appreciation.

Preface

Ask Me About DELCAT: *A Self-Paced Workbook To* DELCAT *Technical Services* is intended for staff of the University of Delaware Library as an overview of the technical services mode of DELCAT, its local library system. This revised third edition was edited by Kristin Antelman and printed using the LaTeX document preparation system.

For additional information, please contact Susan Brynteson, Director of Libraries; Stuart Glogoff, Head, Systems Department; or Kristin Antelman, Assistant Librarian, Systems Department at the University of Delaware Library, Newark, DE 19717-5267.

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Part I

INTRODUCTION

1 Description of the Workbook

This workbook will present an overview of the technical services mode of the DELCAT integrated online system and the **commands** and **search keys** which are used. It is likely that most staff will need to use DELCAT either for work or pleasure. Because of the large number of staff, it is difficult to train each one individually to a standardized level. Therefore, this step-by-step workbook is designed to supplement the hands-on training session all new staff receive from the Systems Department. The objectives of the workbook are that staff:

- will be able to identify the components of the **MARC**.
- will understand the relationship between MARC and DELCAT.
- will understand the structure of the database.
- will be able to use all the commands and search keys available in the technical services mode.
- will be able to interpret retrieved records.

2 What is DELCAT?

DELCAT is the localized version of a software product called NOTIS developed and marketed by NOTIS Systems, Inc., Evanston, Illinois. It is also the name of the database which is manipulated by that software package, a database of over 750,000 records[1] for materials held by the University of Delaware Libraries. The software itself is known as an **integrated online library system** (IOLS).

The basic principle of an integrated system is that data are entered into the system once but used for multiple purposes. The advantages of integration are that

[1] As of June 30, 1990

it saves space in the computer: data are keyed in only once, saving time; and typos and other discrepancies (which occur when the same data appear in multiple files) are minimized. The system has the potential to be used to automate many of the activities of the library including database maintenance, cataloging, acquisitions, serials control, authority record management, circulation, and course reserves. It also includes a public access catalog. Components of the system currently in operation at the University of Delaware Library are the online catalog, database maintenance, cataloging, acquisitions, authority records management, circulation, and course reserves.

3 Database Contents

As of June 30, 1990, the database contained over 750,000 bibliographic records for materials held at the University of Delaware Libraries. It also contains over 750,000 University of Delaware **authority records**.

4 Creation of the Database

The original database was created by a tape load of approximately 480,000 University of Delaware **OCLC** records. These records had been sent to **Blackwell North America** to be edited prior to the tape load. Blackwell took the **OCLC** tapes and removed any duplicate records and changed most author and subject headings to conform to the **AACR2** cataloging code. Blackwell also created 691,000 **authority records** from our **OCLC** tapes.

Following that original tape load, the **OCLC production tapes**, which consisted of records for newly cataloged materials, were loaded into the database weekly. Starting in 1990, records have been transferred directly from **OCLC** to DELCAT via the **Generic Transfer and Overlay** as the items are cataloged, thereby providing instant access to newly cataloged materials.

5 Using the Workbook

5.1 Organization of the Workbook

This workbook is organized into two main chapters: one on the **MARC record**, and one on the technical services component. Within each chapter, commands and procedures are described and illustrated. You are expected to perform the outlined steps and respond to the associated questions. In addition to the two main chapters, the workbook contains a glossary which will include all terms appearing in boldface, several appendices, and an index.

5.2 Conventions Used in this Workbook

All directions are written to be performed on the IBM3164 terminal, the most common terminal in use at the University of Delaware Library. If you are using a different type of terminal, there may be minor differences in the keyboard layout. Check the terminal manual and adjust the directions in the workbook.

Commands that you type will be in italics. If you have to supply information, the nature of the information will be in angle brackets (e.g., <your password>). Reference to individual keys on the keyboard (e.g., the ENTER key, will be in small caps.

You will be working in a training database which is considerably smaller than the **production database**. side from size, the two databases work exactly the same. Changes you may make to records in the training database will have no effect on records in the production database.

5.3 Tips and Common Problems

- Nothing you type will harm the computer or the database. Don't hesitate to try a search or a command, even if you are unsure whether it is correct.
- Commands may be typed in capital or lowercase letters.
- When typing numbers, do not use the letter "o" for the numeral "0". Also, do not use the letter "l" for the numeral "1".

- It is not necessary to include any punctuation in a search term. However if you do include punctuation such as a comma or an apostrophe, the DELCAT search program will ignore it in most cases.

- While some terminals will display diacritics, you do not need to type them as part of a command.

- To correct a typing mistake, you do not need to start over. Use one of the cursor keys (arrow keys) or the backspace key to move the cursor to the place where you made the error. Just type the correct character or characters over the incorrect ones.

- If your keyboard locks and you cannot type a new command, press the RESET key and try again.

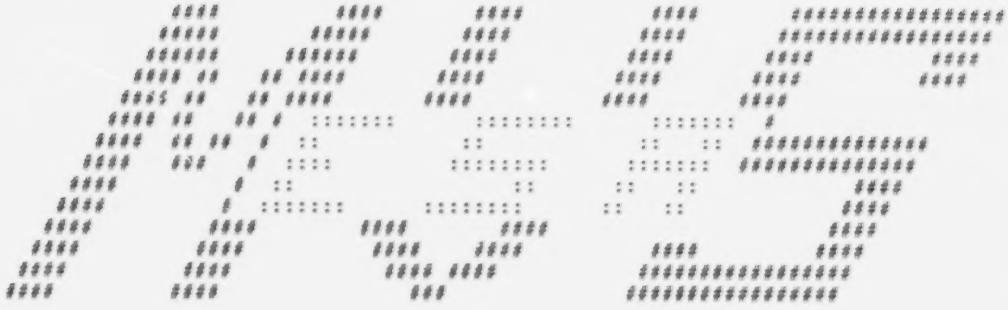
- Help is available! If you want more information, don't understand something, or just can't get the terminal to perform, call the Systems Department (x8790, x6979, or x2234). Also remember your co-workers; they've already completed this training.

5.4 Logging on to Your Terminal

Before you can begin the workbook, you must log onto the IBM3164 terminal. To do this, you need a unique user ID assigned by Computing and Network Services (CNS). If you do not have a user ID, see your supervisor.

If you do have a password, follow the steps listed below. To begin, your screen should show the following display.

```
UNAUTHORIZED ACCESS TO THIS COMPUTER COULD
RESULT IN CIVIL OR CRIMINAL PROSECUTION
```



```
Id: _______ Password:                                  Time: 11:33:48
LU: D8L4L403 New Password:                             Date: 12/05/90
```

Type your 7-character user ID in the space marked ID. The cursor will bounce to the Password space where you should type your unique (and secret!) password. Press ENTER. You will get the **Application Selection Menu** shown below.

```
                    Welcome to
                The University of Delaware

          A P P L I C A T I O N   S E L E C T I O N   M E N U

              Press appropriate PF Key to make selection.

                _ EMC2 Mail System              (PF01)
                _ Applications (COMPLETE)       (PF02)
                _ DELCAT - Online Catalog       (PF03)
                _ DELCAT Plus                   (PF04)
                _ FAXON - Linx                  (PF05)
                _ FAXON - Infoserv              (PF06)
                _ LOGOFF                        (PF12)


Your current password will expire in 7 days
Id:          Password:                                 Time: 11:33:28
LU: D8L4L403 New Password:                             Date: 12/05/90
```

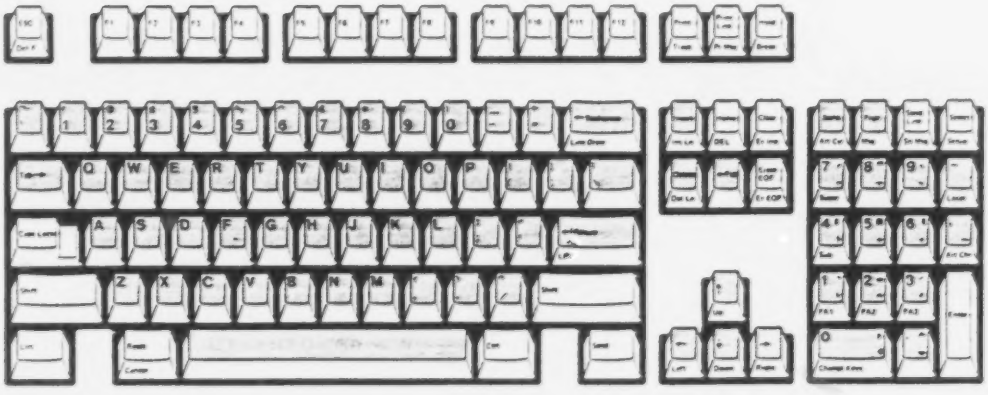
Select DELCAT by pressing the appropriate PF key located above the regular keyboard. (If you are working on a personal computer, check with your supervisor to find out what the equivalents are of the PF keys.)

If you have done everything correctly, you will receive the message: "Sign-on is complete." You are ready to begin using DELCAT.

If you have problems logging on, please call the Systems Department.

5.5 Using the IBM3164 Terminal to Search DELCAT Technical Services

Spend a couple of minutes looking over the keyboard of your terminal. There are a number of special keys you will need to communicate with the computer.



1. ENTER KEY sends your typed command to the computer. It must be pressed for a command to be processed.

2. ↑ ↓ — → CURSOR KEYS move the cursor in the directions indicated.

3. HOME key moves your cursor back to the request line, the top line of the screen.

4. SPACE bar is used to add spaces between terms or to erase the letter immediately above the cursor.

5. RESET key will unlock your keyboard when a mistake is indicated below the status line at the bottom of the screen.

6. CLEAR key will clear your screen. It may need to be pressed twice to completely clear the screen.

7. ERASE END OF FIELD key will erase all characters to the right of the cursor position.

8. INSERT key will allow you to insert characters one at a time. Position the cursor at the place you want to add characters.

9. DELETE key will delete characters one at a time. Position the cursor on the character to be deleted.

5.6 Logging Off

When you are done with the terminal, you will need to log off. Clear your screen completely using the clear key. Type *EXIT* and press ENTER. You will return to the application selection menu screen. Press PF12 to return to the logon screen (MVS/ESA screen).

Part II
THE MARC RECORD

6 Introduction

MARC stands for MAchine Readable Cataloging and refers to a set of national standards for identifying, storing, and communicating cataloging information. These standards form the basis for storing bibliographic information in a consistent form, sharing that information, and manipulating it by computer. MARC standards are not cataloging standards however. Cataloging rules inform catalogers about what information should be included in a catalog record; the MARC standards provide the coding that allows computers to transmit, receive, and interpret such information.

MARC records, which describe bibliographic entities, are organized into **fields**, which are identified by MARC tags. The structure of MARC records will be described in more detail in the next section.

DELCAT **bibliographic records** are MARC records. The use of MARC standards by University of Delaware catalogers means that our records are consistent; any person who knows the MARC tags can read the information in the record. Because MARC is a national standard, our records are understandable by other libraries and can be shared on a national basis. Additionally, the use of MARC has allowed us to implement DELCAT. Without a consistent record, the computer would be unable to process, display, or index our records correctly.

A brief overview of the MARC record has been included in this workbook for several reasons. The MARC record is the backbone upon which DELCAT is built and so a knowledge of MARC provides a key to understanding how DELCAT is structured and works. Additionally, there is information in the technical services mode of DELCAT which will not display in the public catalog. The ability to interpret MARC records will make you a better searcher, for instance, enabling you to formulate keyword searches that take advantage of information not displayed on the public side of DELCAT.

This chapter will first focus on the structure of MARC records, then look at

a book record and a serial record. The last section of the chapter will look at the relationship of MARC to DELCAT. Do not worry about understanding how to retrieve the records; those commands are described in the chapter on technical services. Do the exercises associated with each section to make sure you understand what was covered in that section.

7 MARC Record Structure

MARC records are organized into **fields**, which are made up of **subfields**. Fields are groups of one or more data elements (subfields) defined and manipulated as a unit. Each piece of information which may be required to catalog an item is provided with a field in the standards. Each field has its own unique identifier called a **tag**. For ease of use, the fields are grouped into larger classes of information with the tag for each field in the class starting with the same number. (See Table 1.)

Table 1: Classes of Variable Fields

0XX	Control Numbers (such as LCCN, ISBN)
1XX	Main Entries
2XX	Title and title paragraph (title, publisher)
3XX	Physical Description
4XX	Series Notes
5XX	Bibliographic Notes
6XX	Subject Added Entries
7XX	Added Entries
8XX	Series Added Entries

Look at the example below.

$$\underbrace{245}_{tag} : \underbrace{14}_{indicators} : \underbrace{\textit{The world according to Garp}}_{subfield} \underbrace{\neq c}_{delimiter} \underbrace{\textit{by John Irving}}_{subfield}$$

This is the 245 field. The field identified by the 245 tag always contains the

title statement of an item, that is, its title and author(s). The 245 field is part of a larger class of information: that of title and title paragraph information. All the fields which refer to this class of information start with the number 2.

The previous example is an example of a what is called a variable field (also known as a **variable data field**), which is a field of no set length in which the data are not coded. MARC records also contain **fixed fields** (also known as **variable control fields**). Fixed fields contain a single piece of information and are identified by alphabetic **markers**. They are generally of a fixed length and contain coded data.

Now look at an actual example from DELCAT.

(Have you logged on? See Section 5.4 if not.) Clear your screen and type *LTNU BIBL BAB0875* and press ENTER.

You are displaying a DELCAT **bibliographic record** for a book entitled *History of the Panama Canal.*

The fixed fields are found on the first three lines under the line that reads NOTIS CATALOGING. The capitalized parts are the markers which identify the field. Notice that all the information in the fields is in code and one needs to look at the NOTIS tag charts to interpret the fields. More information about the data stored in the fixed fields will be covered in a later section.

Directly below the fixed fields are the variable fields. Each field is identified by its numeric tag on the left side of the screen. Look at the 245 tag. This field contains title information. Immediately after the tag are two **indicators** which tell the computer how to manipulate the field. Following the indicators is the field itself which is divided into **subfields**. The a|, b|, c| are the **delimiters** which divide the field into subfields. More information about the variable fields will be presented in the next section.

8 The Books Format

MARC records exist in several formats to handle the unique features of different types of materials. The formats used in DELCAT are Books, Serials, Archives and Manuscripts, Maps, Visual Materials, Music, and Machine Readable Data Files.

The workbook will look only at the Books and Serials formats since they are the most common.

The Books Format is the simplest of the formats. All other formats are extensions of the Books format. This section will describe the common **fields** you will find in a Books format record.

Clear your DELCAT screen and call up a new record. Type *LTNU BIBL BAB0878*. Press ENTER. The **bibliographic record** for the book *Achieving Patient Compliance* should display.

First look at the **fixed fields**. There are three fields you should recognize. These are GE#, FMT and the DT field.

EXERCISE 1: Locate the markers. What is the code in each of the fields?

The GE# fixed field contains the unique DELCAT number for this record. It is the same as the number in the upper right hand corner of the screen. DELCAT numbers are assigned sequentially by the system and are used to access the record. (When you are using the **production database**, there will be a DL # field instead; it serves an identical function to the GE# field.)

The FMT fixed field indicates which of the MARC formats the record is. The B indicates that this is a MARC record in the Books format.

Finally, the DT field indicates the date that the record was entered into the system.

Now look at the **variable fields**. Press ENTER to view the next screen of the record and press PF6 to return to the first screen.

EXERCISE 2: How many variable fields are there?

Fields which begin with a zero (0) are **control number** fields. Control numbers are unique numbers assigned to the book and the record which identify it. The 010 field is for the Library of Congress Card Number. The 020 is used for the International Standard Book Number (ISBN). The 035 is used for the **OCLC** record number. Cataloging control information is contained in fields 040 and 049. The 050 field contains the call number assigned by the Library of Congress.

Fields which begin with a 1 (1XX) contain main entry information. Generally, the different 1XX fields are used for different types of authors, such as personal author and corporate author. The 100 field in this record is for the personal author of the book.

2XX fields are used for title and publication information.

EXERCISE 3: What is the title of this book? What MARC tag is used to define the field?

Which tag defines the field containing the publisher, place of publication, and date of publication?

Information about the series to which the title belongs is contained in the 4XX and 8XX fields. This record has a 490 and an 830 field.

The 5XX tags indicate fields which contain notes pertaining to the title. These notes can refer to the physical piece itself, as the 504 field does, or they can refer to the contents of the item, as the 500 field does in this record.

6XX and 7XX fields provide additional access points for searching the online catalog. Library of Congress subject headings are tagged with a 6XX field number and are searchable by a subject search. 7XX contain additional title and author entries which enhance access to the record. The 7XX fields are accessed with title or author searches.

EXERCISE 4: List two of the subject headings which could be used to locate this book in the public catalog.

What information is contained in the 700 fields? [Hint: Look at the 245 field.]

9 The Serials Format

All **MARC** formats follow the overall scheme of the Books format. The types of **fields** and **tags** assigned to them remain constant. (For example, 5XX fields always contain notes, in all formats.) However, some tags are only applicable in certain formats. There are a number of tags used specifically in the Serials format which contain important information. This section will describe those fields in detail.

The Serials record is more complex than the Books record because it must describe a publication which changes over time. It must include elements relating to publication patterns including frequency, title changes, supplements, other issues, and numbering peculiarities. This section will focus on the fields used to record this type of information.

Clear your DELCAT screen completely and call up a new record. Type *LTNU BIBL BAB0879*. Press ENTER. The record for a journal called *American Import-Export Management's Global Trade Executive* should display. Look first at the **fixed fields**.

EXERCISE 5: When was the record entered into the system? What is the unique DELCAT record number for this title?
What code is in the FMT field and what does it mean?

Along with the three fixed fields familiar to you from the Books format, there are several other fields which will be useful in interpreting a serial record. These are the S/STAT, DT/1, DT/2, S/T, and the FREQ fields.

The S/STAT field indicates whether the serial in the record is currently being published (code=c), is dead (code=d), or whether the title's status is unknown (code=u).

The dates of publication are given in the fields DT/1 and DT/2, with DT/1 indicating the starting date and DT/2 indicating the ending date of the publication.

The S/T field gives important information about the type of serial represented. The p in this record indicates that the title is a periodical (as opposed to a newspaper or monographic series).

Finally the FREQ field indicates the frequency of publication. The m indicates that this title was a monthly.

EXERCISE 6: Is this serial still being published? What were the starting and ending dates of this publication?

Now look at the **variable fields**. Notice that many fields are the same as those in the Books format. There are 010, 245, 260, 650, and 710 fields. There are also

fields not seen in a Book record. In particular, this Serial record has 022, 362, 510, 780, and 785 fields.

The 022 field is used to record the International Standard Serial Number (ISSN), a unique number assigned to this title. It is similar to the International Standard Book Number which was found in the Book record.

Press ENTER to view the next screen of the record. (If you wish to return to the first screen press the PF6 key.)

The dates of publication and the volume designation for the title are contained in the 362 field.

A special note field is used in the Serials format to indicate which indexing and abstracting services index the title. The field's tag is 510.

EXERCISE 7: What are two indexing services which index the title?

The 780 and 785 fields are used to record information about previous and later titles. The 780 field is used for previous titles while the 785 field is used for later titles. The **indicators** for each field define the relationship of the titles listed in the 780 and 785 fields to the title for which this is the record and also generate printed messages in the public catalog concerning these relationships. Possible values for the indicators and the associated messages are listed in the NOTIS tag chart for serials.

EXERCISE 8: What was the previous title of this journal?
What are the two indicators?
What is the later title for this journal?

10 Additional Exercises

Clear your screen completely and type *LTNU BIBL BAB0880*. Press ENTER. Answer the following questions.

9. What is this serial's International Standard Serial Number?
10. What is its DELCAT number?
11. What is the title of the publication?
12. Is the title still being published?
13. Does the title continue another publication? If so, what was the title of the earlier publication?
14. Where could you find this serial indexed?

Clear your screen completely and type *LTNU BIBL BAB0881*. Press ENTER. Answer the following questions.

15. Is this record for a book or a serial?
16. On what date was the record entered into the database?
17. Who is the person listed in the 700 field?
18. Name the publisher of the item and the date of publication.
19. Is this title a part of a series? If so, what is the series?
20. If you wanted to find this title using a subject search, what subject heading should you use?

11 MARC and Its Relationship to DELCAT

As mentioned in the introduction to this chapter, **MARC** standards form the basis for storing bibliographic information consistently, sharing that information, and manipulating it in the computer. DELCAT relies on the structure of MARC for the

capture of bibliographic data from other sources, manipulation of that data, and the display and indexing of it.

11.1 Capturing Bibliographic Data

One of the greatest benefits of the use of MARC is our ability to import records into DELCAT from outside sources. If there were no standardized communications format, we would have to catalog each item ourselves which would be quite expensive. However, since American libraries are committed to the use of the MARC standard, libraries can share their cataloging. Many libraries are members of **OCLC**, a bibliographic utility which collects cataloging records from its members and makes them available to the other members. The University of Delaware Library is able to transfer records from the OCLC database into our database because both DELCAT and OCLC use MARC formats.

11.2 DELCAT Displays

Because the MARC formats do not specify how the information should display, different online library systems may be programmed to display information to the public in different ways. All systems, including DELCAT, depend on the MARC **tags** to indicate the meaning of various pieces of information so that they can be displayed in an appropriate format. If you look at the online public catalog display for a title, you will see a display similar to that of a catalog card. The DELCAT software is programmed to take the information in various MARC **fields** which appear in the DELCAT **bibliographic record** and arrange it into the public catalog display.

11.3 Indexing in DELCAT

Cataloging rules (such as **AACR2**) suggest which information should be available to patrons as access points, or pointers to bibliographic information. This information is assigned particular fields in the MARC formats. These fields have traditionally been indexed and, in DELCAT, information in these fields automatically indexes. We do not specify, on a record by record basis, which fields should index. The

consistent use of particular fields for particular types of information is exploited by the NOTIS software for the creation of the searchable author, title, subject, keyword, and standard number indexes. The NOTIS indexing programs use the MARC field tags to determine which fields will be searchable by each search key. (See Section 16 of DELCAT technical services for a full explanation of **search keys**.) Below is a chart listing some of the common MARC tags discussed in the previous sections, and where they index.

DELCAT INDEXES

Author	Title	Subject	Standard No.	Keyword
1XX	2XX	6XX	010	any MARC
700	440		020	fixed or
710	740		022	variable
711			035	field as
800				specified
810				by the
811				library

There is an important difference between the keyword index and all the other indexes. Notice on the table that specific fields are listed as indexing in the author, title, subject, and standard number indexes. These fields are designated as automatically indexing fields by the structure of MARC and DELCAT. If one of those fields is included in a record by a cataloger, it will automatically be indexed. The NOTIS software sorts these fields by tag number into the various indexes. The keyword index is quite different. The library itself specifies which of the MARC **fixed** and **variable fields** will become part of the index. Specific fields are chosen and then every word (except for **stop words**) in those fields enters the keyword index. This increases the flexibility of searching and improves access to the records. [**Note:** Keyword searching is only available in the online catalog.]

EXERCISES: Clear your screen completely and access the public catalog.

(*LUIN*, press ENTER)

Below is the book record you displayed at the beginning of this chapter. You are going to locate it in the public catalog using the various indexes and MARC variable fields.

```
  DELCAT SEARCH REQUEST:  T=ACHIEVING P
 BIBLIOGRAPHIC RECORD -- NO. 1 OF 1 ENTRIES FOUND

DiMatteo, M. Robin.
  Achieving patient compliance : the psychology of the medical practitioner's
role / M. Robin DiMatteo, D. Dante DiNicola. -- New York : Pergamon Press,
c1982.
  xvi, 335 p. ; 24 cm. -- (Pergamon general psychology series ; no. 110)
  Bibliography: p. 277-319.
  Includes indexes.
 SUBJECT HEADINGS (Library of Congress; use s= ):
     Patient compliance.
     Physician and patient.

LOCATION: AGRICULTURE REFERENCE LIBRARY
CALL NUMBER:  R726.5 .D22



TYPE r TO REVISE SEARCH, h FOR HELP, e FOR INTRO TO DELCAT.
TYPE COMMAND AND PRESS ENTER
```

21. Try to locate the record using information in the 700 fields. Which index did you need to search?

22. Try a subject search to find the record. Which MARC fields can you search with a subject search?

23. Locate the record by searching the series. Which MARC fields contain series information and which index did you search?

12 Conclusion

At this point, you should have a good idea of what **MARC** is and how it is structured, and you should be able to recognize specific **fields** and the types of information contained within those fields. Finally you should understand how information in a MARC record is used to create DELCAT displays and becomes searchable in the various DELCAT indexes. More information about the DELCAT indexes will be presented in the Part III on the technical services component.

Since the MARC record forms the underlying framework for both the public catalog and the technical services component, your mastery of the information presented in this chapter will enable you to be a more effective user of DELCAT.

13 Answers to MARC Record Section

1. GE= BAB0878
   FMT B
   DT 04/03/89

2. 15. They start with the 010 field and end with the 700 field.

3. *Achieving patient compliance: the psychology of the medical practitioner's role* is the title. It is contained in the 245 field.

   Publication information is contained in the 260 field. The publisher is Pergamon Press, based in New York.

4. The subject headings are contained in the 650 fields. They are: 1. Patient Compliance 2. Physician and Patient.

   The 700 fields contain additional authors not listed in the 100 field. The 700 field is used for an Added Entry for a personal author.

5. 04/03/89. This information is contained in the DT fixed field.

   BAB0879. This unique number is found in the GE= fixed field and is also displayed in the upper right hand corner of the screen.

S is the code in the format field. It indicates that this is a MARC record for a serial.

6. No, this is a dead serial. This information is indicated by the d code in the S/STAT fixed field.

   The publication started in 1985 and died in 1985. Look at the DT/1 and DT/2 fixed fields.

7. Indexing service information is contained in 510 fields. This title was indexed by the *Business Periodicals Index*, *Management Contents*, and *Trade and Industry Index*.

8. The previous title, found in the 780 field was *American Import Export Management*. The two indicators are 00. (This means that the title in the record continues this title.)

   The later title is *Global Trade Executive*. (Contained in the 785 field.)

9. The ISSN is 0885-6559. It can be found in the 022 field.

10. The DELCAT number is BAB0880. This number is contained in the GE# fixed field and also displays in the top right hand corner of the screen.

11. The title is *The Pedagogical seminary and journal of genetic psychology*. This can be determined from the 245 field.

12. Looking at the S/STAT fixed field, the d indicates that the title is no longer being published.

13. Yes. The previous title is found in the 780 field. It was *Pedagogical Seminary*.

14. Title indexed in *Psychological Abstracts*. This information is contained in the 510 note field.

15. This is a record in the Books format. This is determined from looking at the FMT fixed field.

16. 04/03/89. This date is found in the DT fixed field.

17. This is the compiler of a related item. (see 500/2 field) The 700 field is an added entry so that the name is searchable in the catalog.

18. The publisher is the Human Relations Area Files Press and the title was published in 1970. Both pieces of information are contained in the 260 field.

19. The title is part of a series called *Yale University Publications in Anthropology.* The series information is found in the 490 and the 810 fields.

20. Searchable subjects are: Indians of the West Indies, Canoes and Canoeing -West Indies -History, and Indians -Boats. (from the 650 fields.)

21. The 700 fields contain additional author information. Search the author index to find the record (*a=DiNicola, D. Dante*)

22. The only fields which are searchable with a subject search are the 6XX fields. This record has two 650 fields which are searchable. (*s=patient compliance* for example)

23. Series information is contained in 4XX and 8XX fields. Search the title index to find series names. (*t=pergamon general psychology series*)

Part III

DELCAT TECHNICAL SERVICES

14 Introduction

The technical services component provides the framework for many of the other components of the system. It is the information that is contained in the different types of records of the technical services component which creates the public catalog display. Additionally, not all of the information which is available in technical services records displays in the public catalog, and therefore most staff will find it useful and perhaps essential to become familiar with the structure, commands, and **search keys** used in the technical services component.

This chapter will cover the structure of the DELCAT database, the types of information found in each record, and how to access the various records. Do the exercises associated with each section to make sure you understand what was discussed in that section.

15 DELCAT Record Structure

The purpose of this section is to become familiar with the structure of the database, particularly with the various kinds of records and the types of information found in each record. Throughout the section, you will be accessing records in the system. Do not worry about learning the various ways of accessing the records; that will be covered later in this chapter.

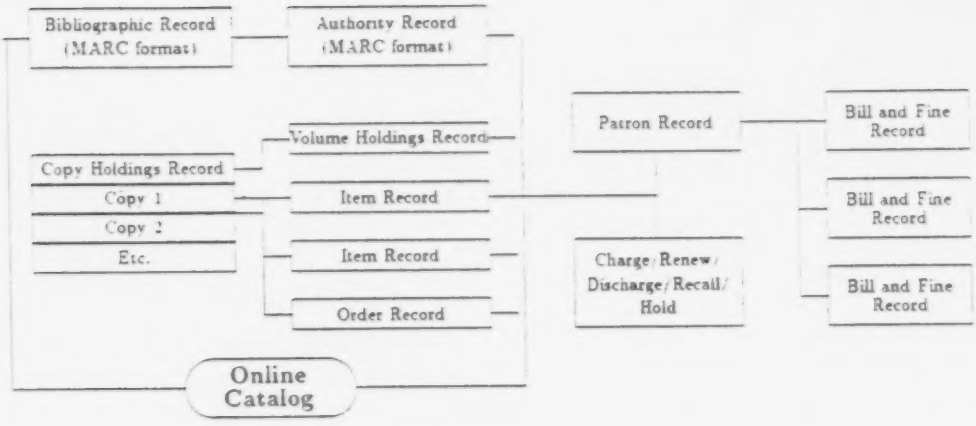
Are you logged on? (If not, see Section 5.4 for instructions)

When you have received the message APPLICATION SIGN-ON COMPLETE—ENTER FIRST TRANSACTION ID, log on to the training side of the public catalog by typing *LUIN* and pressing ENTER (to log on to the real database you would type *LUUD*). Locate the record for the title *County and City Data Book*, by typing *t=county and city* and pressing ENTER.

(During the following discussion you may wish to refer to Figure 1 which dia-

grams the DELCAT record structure.)

Figure 1: DELCAT Record Structure



The screen you have displayed is not stored in the computer as such. Instead, when you initiate a search request, the computer retrieves information from a cluster of records consisting of several technical services records, each of which contains a different type of information about the item. Information from these records is merged to create the public catalog display. A typical DELCAT public catalog record contains several pieces of information. At the top of the screen is bibliographic information relating to the title. Following the bibliographic description is copy specific information including locations and call numbers, specific volumes held, and circulation status. If the item is on order, that information will also display.

These different types of information are stored in several different records which are permanently linked together in the DELCAT system. They are called the bib-

liographic record, the **copy holdings record**, the **volume holdings record**, the **item record**, and the **order record**. The linked cluster of records is identified by a unique DELCAT record number (discussed in Part II). When you are using the technical services component of DELCAT it will be important to know which record in the cluster contains what type of information about the material.

You are now going to move over to the technical services side of DELCAT and look at each of these types of records. To do this, at the TYPE COMMAND AND PRESS ENTER prompt on the screen, type > (hold down the shift key and the greater than sign) and press ENTER. A message saying LTGE HOLD BAB0949 should appear at the top of your screen. Type *BIBL* over HOLD and press ENTER. The bibliographic record for the title identified by the DELCAT record number BAB0949 will display.

15.1 The Bibliographic Record

The **bibliographic record** is the basis of the cluster of records in the system which pertain to a bibliographic item. It contains data which identify and describe a bibliographic entity such as a book, a microfilm set, a serial, or a multimedia kit. The information contained in the bibliographic record should be familiar to you, because the record follows the **MARC** format discussed in the preceding chapter. While the OPAC display frequently contains local information such as call number, location, or volumes held, the computer does not use the bibliographic record as its source for such local information.

15.2 The Copy Holdings Record

Call number and location information are contained in the associated **copy holdings record**. Display the copy holdings record for this title by pressing the PF key. Notice that the DELCAT record number in the upper right hand corner remains the same. Brief bibliographic information is displayed at the top of the screen; this information is being pulled from the bibliographic record at which you were just looking. Below the brief bibliographic information is information relating to the copies held at the University of Delaware libraries. We have two copies, as indicated

by the copy **control numbers** 001 and 002 (left of screen). Copy one is in the main library with the call number SB317.58 .E94. Copy two is also in the main library but has a different call number. The most common location codes are:

main for morris library
agr for the agriculture library
mars for the marine studies library
chem for the chemistry library
phys for the physics library

Additional location codes are presented in Appendix #3.

15.3 The Volume Holdings Record

Associated with each particular copy statement (indicated by the copy control number) is a **volume holdings record** which is used to record the volumes held for each copy. Therefore, when looking for information about volumes held, you must specify the copy for which you want to see the volumes. (The commands are covered in Section 16.) Display the volumes for copy 2 held by the library by typing *VHLD - 2* (VHLD space hyphen space 2) and pressing ENTER. You will see that the DELCAT record number remains the same. The top of the record repeats brief bibliographic information from the bibliographic record and is followed by brief copy information. The => marks the beginning of the brief copy information. It gives the copy control number (002) and the location and call number. This allows you to verify that you have called up the correct volume holdings record. This volume holdings record indicates that for copy 2 we have volumes 1, 3 and 4.

15.4 The Item Record

Also associated with each copy are **item records** which contain all information about the circulation status of an item. Each physical volume which circulates has an item record. Again, when you are checking the circulation status of items, you must specify the copy to which the item records are linked. (See Section 16 below.) To display an item record, first press PF to redisplay the copy holdings record. Type:

it 1 and press ENTER to display the first item record associated with copy 1. The top part of the screen is similar to that of the volume holdings record. Below the words linked item record is the information used to circulate this volume. The item id is the number of the **barcode** attached to the volume. If this item were currently circulating, this fact would display below the final note line. The number of recalls and holds currently active would be listed in the **field** tagged recalls & holds. If LTNU MORE is displayed, press ENTER to view the rest of the item record.

15.5 The Order Record

If we are in the process of ordering a volume or have previously ordered a volume or title using DELCAT's acquisitions component there will be an **order record** attached to the copy statement in the copy holdings record. Order records contain information about when the order was placed, the vendor, any claim information, and date of receipt. You will see an order linkage statement below the notes **field** in a copy statement if there is an order attached. To display the order, type *DORD 1* and press ENTER. (See Section 16.3.7 for an example.) Most of the information in an order record is coded and of primary interest to the acquisitions department. Some fields in the record will be important to you, such as particular volumes ordered, vendor, price, fund, and claims and publisher reports. Appendix #4 contains an annotated order record with the important fields highlighted.

It is these five types of records which are used to create a record display in the public catalog. There are several other types of records in DELCAT which are also important. These are **authority records**, **patron records**, and **vendor records**. Authority records are records which list the variant forms of name and subject headings. They are the source of the **see** and **see also cross-references** in DELCAT. Patron records contain patron-specific information and will be used only by the circulation unit. Vendor records contain information about suppliers of library materials and are used only by the acquisitions unit. They will not be discussed further in this workbook.

From the discussion of DELCAT record structure, you are now aware that information about bibliographic items is contained in a number of types of records

which are clustered together. To make use of the technical services mode, you must know which record in the cluster contains the information you need, and how to access that record. Accessing the correct record is a process of retrieving the record cluster and moving around within it to get to the appropriate record. The necessary **search keys** and **commands** will be covered in the next section.

16 DELCAT Search Keys and Commands

This section will discuss the DELCAT **command** structure used in the technical services component. To retrieve a record cluster and move about the various records in a cluster, you must use pre-determined sequences of commands to tell the system precisely what you want it to do. Some commands enable you to search indexes and others are used to move between various types of records in the system. The searchable indexes and their **search keys** will be discussed first followed by an overview of the commands used to move about the record cluster.

16.1 Introduction to the Command Structure

DELCAT commands consist of a series of three elements: a **transaction code**, a command, and several parameters. Most commands will contain these three elements in sequence, each separated by a space. The ENTER key must be pressed after the command is typed. Commands may be typed in upper- or lowercase character and the screen does not need to be cleared before the command is entered.

Example : $\underbrace{LTNU}_{\substack{Transaction \\ code}}$ $\underbrace{FIND}_{Command}$ $\underbrace{t = history\ of}_{Parameters}$

All DELCAT commands in the technical services component are typed on the request line starting at the HOME position. The request line is the top line of the terminal screen. The HOME position is the top left hand corner of the screen. To move the cursor to the HOME position from any place on the screen, press the HOME key. If you leave out any one of the three elements of a command series, the system will respond with an error message. Check your command and make any necessary corrections.

16.2 Search Keys

From using the public catalog, you should already be familiar with four of the most common **search keys**: author, title, subject and keyword. The technical services mode uses the first three of these search keys as well as a number of others, which provides flexibility and efficiency in finding the records you need. This section will cover all the search keys available in the technical services mode. A summary sheet of the search keys is contained in Appendix #1.

As mentioned in the chapter on **MARC records** (Part II), the NOTIS software exploits the framework provided by the MARC record to create indexes. The NOTIS indexing programs use the MARC **field tags** of the bibliographic record to sort fields into separate indexes which are then searchable by search keys.

16.2.1 Author and Title Searching

Author and title searching in the technical services mode is similar to searching authors and titles in the public catalog. What is different is the command used to find the records, and the commands used to move around the index and guide screens. These differences will be discussed here because the commands will also be used when searching the other indexes.

To search an author in technical services the command is:

LTNU FIND A= last name first name

In this workbook, we will use the transaction code LTNU which indicates technical services (the LT part) and the training database (the NU part). (For the real database the transaction code would be LTDL.) The command FIND is used for almost all technical services searches. FIND can be abbreviated as FI. Following the FIND command is the search key A for author. Just as in the public catalog, author is last name first, and **truncation** can be used. Do not include a comma between the last name and the first name.

Look for the record *New York Botanical Garden Illustrated Encyclopedia of Horticulture*. The author's name is Everett. Because this is a small database and because we want to look at index and guide screens in the technical services mode, type

LTNU FIND A=E and press ENTER. (This search would be terminated in the real database because it is too general.) You have retrieved an author/title guide screen which is exactly the same as the screen you would retrieve in the public catalog. Like the public catalog, to display a index screen, type the line number you want and press ENTER. (*LTNU 1*). Again, this is the same screen which would display with this search in the public catalog. The MORE message on the command line indicates that your index continues on another screen. Just press ENTER to see the next screen.

Find the record for the *New York Botanical Garden Illustrated Encyclopedia of Horticulture* and display it. (Type its line number and press ENTER as you would in the public catalog.) This will retrieve the technical services record cluster which relates to this title. (Commands to move around the record cluster will be discussed in Section 16.3.)

To move around the index and guide screens you may use the PF keys at the top of the terminal or type the four letter commands.

To page through the index and display the record after the Everett book, type *NEXT* and press ENTER or just press the PF1 key. You can continue to page through the index in this manner.

If you want to page backwards, type the command *PREV* and press ENTER or just press the PF2 key.

If your index is long, you may not want to page through every record using the NEXT and PREV commands. You can get back to your index screen by typing the command *INDX* and pressing ENTER or just by pressing the PF4 key. To go to a different part of the index, type *INDX* and the line number and press ENTER. (For example: *INDX 1* will display the index starting at line 1.)

You can also get back to your original guide screen. Type the command *GUID* and press ENTER or just press the PF3 key.

Here is a summary of the commands to which you were just introduced. Remember, each is preceded by the transaction code (LTNU or LTDL).

FIND prefaces most search statements, follows the transaction code.
(LTNU FIND A=)

MORE indicates additional screens. Press ENTER to display the next screen.

NEXT (or PF1 key) displays the next record from an index.

PREV (or PF2 key) displays the previous record from an index.

INDX (or PF4 key) redisplays the index screen. INDX with a line number will display the index starting at that number. (LTNU INDX 20)

GUID (or PF3 key) redisplays the guide screen.

Practice these commands as you search by title for the *New York Botanical Garden Illustrated Encyclopedia of Horticulture*. Again, truncate more than normally would be wise. The search key to search by title is T=, just as it is in the public catalog. Type *LTNU FIND T=N* and press ENTER.

EXERCISES:

1. What is the DELCAT record number for the *New York Botanical Garden Illustrated Encyclopedia*?
2. What is the DELCAT number for the record preceding the *Encyclopedia* in the index? The DELCAT number for the next record?
3. How would you return to a screen displaying the index starting at line 1 without retyping your search?

16.2.2 Subject Searching

Like author and title searching, subject searching in technical services is similar to subject searching in the public catalog. The **search key** is S=. Type *LTNU FIND S=GARDENING* and press ENTER. A subject heading guide screen is displayed. It is identical to the screen which would display in the public catalog. Type the line number of the subject heading for which you would like to see titles. You can then type the line number for a particular title.

Use of the INDX command (or the PF4 key) will return you to the subject/title index. The GUID command (or PF3 key) will return you to the original guide screen. You may also use the GUID command with a line number (*GUID 5*) which will cause the subject guide display to begin at a different line number. This is useful for very long guides.

16.2.3 Call Number Searching

Among the additional search keys available in the technical services mode, the call number search key is one of the most useful. When records are added to DELCAT, the system adds the call number in the record to one of three separate call number indexes. If the call number is a correctly formatted Library of Congress number, it indexes in the Library of Congress call number index. If the call number is a properly formatted SuDoc number (for government documents), it indexes in the SuDoc call number index. If the call number is either an incorrectly formatted LC or SuDoc number, or if it is some other kind of number (for example microfiche accession numbers), it indexes it in the third index called the Call Number Other index. You don't need to know what makes a properly formatted number, but you do need to be aware that not all LC and SuDoc numbers file in their correct index; you may have to search the Call Number Other index.

Searching LC call numbers The search key for LC number is **CL**. When you do a CL search certain formatting rules apply. Do not use the decimal before the first cutter but if the class number has a decimal extension, put in the decimal point. You do not need to leave a space between elements of the call number.

For example:

Search RM16 .C87 *as* LTNU FIND CL=RM16C87
Search RM666 .O6 C33 1986 *as* LTNU FIND CL=RM666O6C331986
Search QA76.6 .M414 *as* LTNU FIND CL=QA76.6M414

You may truncate call number searches. If the system cannot find a record or records which match your search, it will display a long index of call numbers which may appear to have no relevance to your search. This is a clear indication that there

was either some kind of mistake in your search or that the call number is not in the index.

Try the call number search *LTNU FIND CL=HD3626*. Notice the large number of records retrieved. A useful command to learn at this point is the TERM command which will redisplay your search statement so that you may modify it. Type *TERM* and press ENTER. Try the call number *HD3616* instead. The TERM command works when searching call numbers and when searching other indexes if no bibliographic records have been displayed.

Searching SuDoc numbers The search key for SuDoc numbers is **CS**. Again, formatting of the number is important. Do not include the decimal point in the agency number; use a space instead. All other punctuation may be included or a space may be left between the components of the call number.

For example:

Search SBA1.2:W84/2	*as* LTNU FIND CS=SBA1 2:W84/2
	or LTNU FIND CS=SBA1 2 w84 2
Search PR40.8:W58/Am3	*as* LTNU FIND CS=PR40 8 W58 Am3
	or LTNU FIND CS=PR40 8:W58/Am3
Search PR36.8:M52/R31/4	*as* LTNU FIND CS=PR36 8:M52 R31/4
	or LTNU FIND CS=PR36 8 M52 R31 4

Searching the Call Number Other Index The search key for the call number other index is **CO**. Format LC and SuDoc numbers as you would for the other two indexes.

Examples: LTNU FIND CO=QA76.8
LTNU FIND CO=microfilm
LTNU FIND CO=trade catalog

Standard Number Searching Bibliographic records generally contain several numbers which are used to identify the title or the record. These standard numbers are searchable in DELCAT using the following search keys.

Library of Congress Card Numbers are searched using the **NL** search key. Include the hyphen in your search.

Examples: LTNU FIND NL=83-89
LTNU FIND NL=85-22861
LTNU FIND NL=gb85-46608

International Standard Book Numbers are searched using the **NB** search key. You do not need to include the hyphen.

Examples: LTNU FIND NB=0804425450
LTNU FIND NB=3-8055-3862-6
LTNU FIND NB=2707900133

International Standard Serial Numbers are searched using the **NS** search key. You do not need to include the hyphen.

Examples: LTNU FIND NS=0885-0763
LTNU FIND NS=08243298
LTNU FIND NS=0736-8968

OCLC record numbers are also searchable in DELCAT using the **NO** search key.

Examples: LTNU FIND NO=11918499
LTNU FIND NO=12168420
LTNU FIND NO=13796091

EXERCISES: There is a record in the training database (LTNU) to match each of the entries below. Use the appropriate search key to retrieve the record. Refer to the answer section if you have problems.

4. Authors:

Fanny Davis
Perla Q. Makil
V.M. Zolotarev

5. Titles:

The King of Ireland's Son
A-Z Guide to computer Graphics
11th Congress of the Society for Forensic Haemogenetics

6. Subjects:

Hand Weaving—Sierra Leone
Vapor-Plating
CAD/CAM Systems

7. Call Numbers:

BF575.S75 B34x 1985
DS385.9 G36 1986
QA76.9.D3 V46 1986
JQ1725.A1 P33 1986
microfilm no. 555
A1.107:489
D101.22:550-158/2-
PB36.8:M52/R31/4

8. Library of Congress Card Number:

86-10099
86-122
86-3153

9. International Standard Book Number (ISBN):

0887380735
0660520591
087766384X

10. International Standard Serial Number (ISSN):

0013-936X
0373-4633

11. OCLC Number:

12924789
14208194
13010039

16.3 Moving Within a Bibliographic Record Cluster

The previous section, **search keys**, introduced you to methods of accessing a particular DELCAT record cluster. This section will describe the commands used to access the various records in the record cluster. These commands will take you to the specific DELCAT record in the cluster which contains the particular information you need. (See Section 15 for an overview of the various records.) A summary sheet of the commands is contained in Appendix #1.

Display the record for *New York Botanical Garden Illustrated Encyclopedia of Horticulture* and practice using the commands below to move through the record.

16.3.1 Accessing the Bibliographic Record

The bibliographic record is the DELCAT record which contains data relating to the title itself, such as title, author, and publisher. Do not look here for call number, location, or volume information.

Once you are in the record cluster, the bibliographic record can be displayed from any record in the cluster by typing *BIBL* and pressing ENTER or by just pressing the PF6 key.

16.3.2 Accessing the Copy Holdings Record

The **copy holdings record** contains copy specific information including the number of copies, their locations, and call numbers.

Once you are in the record cluster, the copy holdings record can be displayed from any record in the cluster by typing *HLDG* and pressing ENTER or just by pressing the PF5 key.

16.3.3 Accessing the Volume Holdings Record

The **volume holdings record** contains information about the volumes held at the library. It is linked to a specific copy statement in the copy holdings record, so a specific copy must be requested as part of the command.

Once you are in the record cluster, the volume holdings record can be displayed from any record in the cluster by typing the command *VHLD - <CCN>* and pressing ENTER. (CCN is an abbreviation for the copy **control number** which you supply.) For example, if you want to see the volume holdings for copy 2, the command would be *VHLD - 2* (VHLD space hyphen space 2). If you want to see volume holdings for the first copy, you may just type *VHLD* and press ENTER. The system **defaults** to the first copy.

16.3.4 Accessing the Item Record

An **item record** contains circulation information for a specific physical volume. If the item is charged and/or recalled, this information includes patron ID's and expected due dates. Item records may be linked, that is, attached to bibliographic and copy holdings information, or unlinked, that is, not attached to bibliographic and copy holdings information. Unlinked item records are generally for materials which do not have bibliographic records in the system. All item records contain the same information whether they are linked or unlinked; what differs is the method of accessing the records.

16.3.5 Displaying Linked Item Records

Linked item records are attached to specific copy statements in a copy holdings record. Therefore you may search by any of the search keys mentioned in the previous section, retrieve the record cluster and display the attached item records. This differs from unlinked records which are not associated with any bibliographic

information and are therefore only searchable by call number, **barcode** number (item ID), and item record number.

Linked item records are displayed in a two-step process which begins at the copy holdings record for a title.

Display the copy holdings record for *County and City Data Book*. Notice that below each copy statement is the count of item records attached to the copy.

The first step in displaying an item record is to display the item summary screen for the copy. Type the command *LTNU SUMM - <CCN>* (SUMM space hyphen space CCN) and press ENTER. (Replace CCN with the copy control number of the copy in which you are interested. *LTNU SUMM - 1* for copy 1.)

You are displaying a summary listing of the item records attached to the copy. On the left of the screen are the item sequence numbers you will use to display the item records. To display the item record for 1956, you use the command *LTNU 5* and press ENTER. The item record for 1956 will display. In the upper right hand corner of the screen is the item record number, a unique number assigned to the record which may be used to retrieve it. (See Section 16.3.8 on direct access commands.) It is composed of three parts: the first is the DELCAT number for the record cluster for the title, the second is the copy number, and the third is the specific item number.

To display linked item records, first display the copy holdings screen. Type *SUMM - <CCN>* and press enter. From the items displayed on the summary screen, choose the item record by typing its item sequence number and pressing ENTER.

When the item summary screen is displayed, it is possible to tell whether a particular item is charged, or in a temporary location. A "C" next to the item sequence number will indicate that the item is charged. An "L" will indicate that the item is in a temporary location. Display the item record to determine more specific information.

If there is only one item record associated with a copy, the following shortcut may be used. Instead of using the SUMM command you may use the ITEM command. Call up the copy holdings record for the title *The TV Director/Interpreter*. Since there is only one item record associated with each copy you may type *LTNU ITEM <CCN>* and press ENTER, where CCN is replaced with the copy **control number**

of the copy in which you are interested. (*LTNU ITEM 2* will display the item record attached to copy 2.)

16.3.6 Displaying Unlinked Item Records

Because there is no bibliographic information in the system for an **unlinked item record**, you can not use author, title, subject, or standard numbers to retrieve it. Your only access points are call number, item record number, and barcode number.

Search the call number index as described previously. Your call number search may match only one unlinked record which will display immediately. If you retrieve an index screen, choose the correct entry and display it.

Search for the unlinked record with the call number:

HC336.25 .R36 1984

In the upper right hand corner of the screen is this record's unique item record number which may be used to retrieve the record. Also notice the item id (the piece's barcode number) which may also be used to retrieve the record. While there is author and title information in the record it is not searchable. Searching by item record number and item id will be discussed in the next section.

16.3.7 Accessing the Order Record

Order records are accessed from the copy holdings record. You will be able to determine if there is an order record attached to a copy by the presence of an **order linkage** statement. These statements appear below the notes **field** in a copy statement and take the form: AN-001-001. Return to the copy holdings record for the title *County and City Data Book*. To access the order attached to a copy, use the command *DORD* and the copy number and press ENTER. The order linkage number is the number in the second part of the order linkage statement.

Examples: AN-002-001 is displayed as LTNU DORD 1
AN-001-001 is displayed as LTNU DORD 2

16.3.8 Direct Commands for Accessing Records

Since each record in the system carries its own unique DELCAT number, there are a number of commands which will allow you direct access to the record you are interested in seeing.

If you know the DELCAT number for a title, the following commands will retrieve records in one step.

To retrieve the record cluster (either the bibliographic record or the copy holdings record will display), use the command series:

LTXX FIND <DELCAT number> and press ENTER.

Example: LTNU FIND BAA0402

To display the bibliographic record, use the command series:

LTXX BIBL <DELCAT number> and press ENTER.

Example: LTNU BIBL BAA0402

To display the copy holdings record, use the command series:

LTXX HLDG <DELCAT number> and Press ENTER.

Example: LTNU HLDG BAA0402

There are several direct ways to display item records.

If you know the item ID (the barcode number), use the command series:

LTXX FIND IT=<Item ID> and Press ENTER

Example: LTNU FIND IT=31741000420606

If you know the item number, use the command series:

LTXX FIND <Item Number> and Press ENTER.

Example: LTNU FIND BAA0402-1-2

To display the order record directly, use the purchase order number.

LTXX FIND <Purchase Order Number> and Press ENTER

Example: LTNU FIND 1BAA0224

EXERCISES: Call up the record for the journal called *Science*. Answer the following questions.

12. How many copies of this title are held by the library?
13. What are the two subject headings which could be used to access this record?
14. What volumes do we hold for copy one? for copy 2?
15. What is the call number for the journal?
16. Are any of the volumes of copy one currently charged out? If so, what is the patron ID of the borrower?
17. What is the **barcode** number that would be used to circulate volume 98 of copy 2?
18. Which volume of which copy is associated with the item ID number 31741001951021?
19. How would you display the order attached to copy 2 of the title *Symposium on Road and Paving Materials*?
20. What is the call number of the unlinked **item record** number AA00174-1-1?
21. Is the book with the call number DS1.5 .M35 currently charged? If so, when is it due back?

16.4 Conclusion

This chapter of the workbook has described DELCAT's technical services mode in some depth. At this point you should have an understanding of the structure of the database. In particular, you should know which record in a record cluster contains what information. You should also be able to search all of the indexes available

in the technical services mode and to move about index and guide screens, and through the various records in a record cluster. The NOTIS User's Guide, Volume 1: Technical Services will provide you with further information.

17 Answers to DELCAT Technical Services Chapter

1. To determine the DELCAT number of the record, first display the index from the guide screen. Type *LTNU* and the line number for the entry closest to "new" and press ENTER. For example, *LTNU 14*. Then choose the line number for the title. The DELCAT number for the title appears in the upper right hand corner of the screen. It is BAB0882.

2. To display the proceeding entry in the index use the PREV command or PF2. The DELCAT record number will display in the upper right hand corner of the screen. To display the succeeding entry from the record for *The New York Botanical Garden Encyclopedia of Horticulture*, use the NEXT command or the PF1 key.

3. To return to line one of the index, use the command *INDX 1*.

4. Authors are searched with the command series LTNU FIND A=. Last names first and without commas. The three searches are:

   LTNU FIND A=FOLDES JOLAN
   LTNU FIND A=AMERICAN SOCIETY FOR TESTING
   MATERIALS
   LTNU FIND a=LEWIS COLBY

   Press ENTER to initiate the search. You may also truncate.

5. Titles are searched with the command series LTNU FIND T=. The three searches are:

   LTNU FIND T=C ALGEBRAS (no punctuation)
   LTNU FIND T=A Z OF JAMAICAN HERITAGE (no hyphen)
   LTNU FIND T=1 000 MOST CHALLENGING WORDS (search
   numbers with spaces for the commas and if no
   luck try without spaces)
   LTNU FIND T=IEEE STANDARD C ATLAS (space for
   punctuation)

Press ENTER to initiate the search. Truncation may be used.

6. Subjects are searched with the command series: LTNU FIND S=.

   To search a subheading: *LTNU FIND S=HAND WEAVING-SIERRA LEONE* (Hand Weaving space hyphen sierra leone).

   Vapor plating is searched *LTNU FIND S=VAPOR PLATING* or *LTNU FIND S=VAPOR-PLATING.*

   Cad/Cam Systems is searched as *LTNU FIND S=CAD CAM SYSTEMS.* Punctuation such as slashes should be input as spaces.

   Press ENTER to initiate the search. Truncation may be used.

7. When searching for Library of Congress call numbers use the search key **CL**: LTNU FIND CL= . Input call numbers without spaces; do not include the decimal point before the cutter. Press ENTER to initiate the search.

   LTNU FIND CL=BF575S75B34x1985
   LTNU FIND CL=DS385.9G361986
   LTNU FIND CL=JQ1725A1P331986
   LTNU FIND CL=QA76.9D3V461986

   The Library of congress number QA76.9D3V46 1986 is found in the Call Number Other index, along with the microfilm number, which would be searched as *LTNU FIND CO=MICROFILM NO 555.*

   The last three call numbers are SuDoc numbers. Search them with the **CS** search key; leave out the decimal in the agency number, use a space instead. Search as:

   LTNU FIND CS=A1 107:489
   LTNU FIND CS=D101 22:550-158/2
   LTNU FIND CS=PB36 8:M52/R31/4

8. Library of Congress card numbers are searched using the **NL** search key. Include the hyphen. Press ENTER to initiate the search.

LTNU FIND NL=86-10099
LTNU find NL=86-122
LTNU find NL=86-3153

9. Use the **NB** search key to search ISBN's. They may be input with the hyphens or without.

LTNU FIND NB=0887380735
LTNU find NB=0660520591
LTNU FIND NB=087766384X

10. Use the **NS** search key to search ISSN's. ISSN's may be input with or without the hyphen.

LTNU FIND NS=0890-8567 or LTNU FIND NS=08908567
LTNU FIND NS=0018-2753 or LTNU FIND NS=00182753

11. To search OCLC record numbers use the **NO** search key.

LTNU FIND NO=13005933
LTNU FIND NO=07040010
LTNU find NO=71807777

12. To determine the number of copies held at the library you must display the copy holdings screen. (HLDG or PF5) There are two copies.

13. Subject heading information is contained in the bibliographic record. Use BIBL or PF6 to display it. The MORE command indicates further screens of the bibliographic record; page through the record by pressing the ENTER key. The subject headings are contained in the the 650 fields. They are: Science–Periodicals, and History of Science–Periodicals.

14. Copy one—volumes 1-23, new series vols 1-98, copy two—new series, volumes 50-98. This information is recorded in two volume holdings records, one for

copy one and one for copy two. To display the volume holdings record for copy one the command is *VHLD - 1* or just VHLD.

To display the record for copy two the command is *VHLD - 2*.

15. Call number information is contained in the copy holdings record. Display it with the command HLDG or by pressing the PF5 key. The call number is Q1.S36. Copy two has the same call number. Only if the call number is different is it recorded on the copy statement.

16. Display the item summary screen for copy one using the SUMM command (*LTNU SUMM*) from the copy holdings screen. Any charged volumes will be indicated by a C next to the item sequence number. Vol 52 is charged. Display the item record to determine the patron to which it is charged. Type the line number of the item to display it. (*LTNU 3*) The MORE at the top of the screen indicates that there is another screen to the item record. Press ENTER to display it. The Patron ID is given on screen two: 21741992818900O.

17. The barcode number of new series vol. 98 of copy 2 is: 31741001951070. This information is found in the item record in the field called Item ID. To retrieve item record, use the SUMM command from the copy holdings screen; specify copy 2. (*LTNU SUMM - 2*). Choose the line number for vol. 98 from the summary screen to display the item record.

18. Use the command *LTNU FIND IT=31741001951021* to retrieve the item record in one step. It is for new series vol. 52 of copy one.

19. Order records are displayed from the copy holdings record. Note on the copy holdings record, the presence of an "order linkage." The number in the middle section is the number used to display the order. To display this order the command would be *LTNU DORD 1*. Even though the order is for copy two, use the number in the middle of the order linkage.

20. Use the command *LTNU FIND AA00085-1-1* to retrieve the item record. The call number is D1.F45

21. Yes. It is charged out indefinitely. Library departments are allowed to charge materials and those charges have an indefinite due date.

Part IV

GLOSSARY

AACR2 The second edition of the Anglo-American Cataloguing Rules, the rules used by catalogers to create consistent access to library materials.

Authority Record A record which contains the Library's authorized and unauthorized forms of a name , a series, or a subject heading. In the future these records will be used to create *See* and *See Also* references in the online catalog.

Barcode A label affixed to volumes and to patron ID's which has 14 digits. It is used for circulation purposes.

Bibliographic Record The DELCAT record which contains data which identify and describe a bibliographic entity. No information relating to actual copies held by the Library is contained in this record. Bibliographic records follow the MARC formats.

Blackwell North America (BNA) a vendor of library products and services used by the UD Libraries to edit OCLC archival tapes.

Boolean Operator Named after the 19th century English mathematician George Boole, boolean operators are the conjunctions AND, OR, and NOT. They are used to combine elements in a search for information stored in a database.

Command A four-letter code in DELCAT which follows the transaction code that requests the system to perform specific functions.

Control Number Unique numbers assigned to bibliographic items and the records which describe those items. Examples are the International Standard Serial and Book Numbers, and the DELCAT number.

Copy Holdings Record The DELCAT record which contains information specific to copies held by the library. This information includes call number, location, and volumes held.

Cross-referencing A system of *See* and *See Also* references that steer users from an unused heading to the heading used in the catalog.

Default A value supplied by the system automatically when no specific choice is given by the user. It can be changed if necessary.

Delimiter Special character used to set off elements within a MARC record.

Field A group of one or more data elements (subfields) in a MARC record defined iand manipulated as a unit.

Fixed Field Also known as a variable control field, fixed fields are MARC fields which contain a single piece of coded information.

Fund Record An online record containing up-to-date information about the status of each fund in use in the library.

Generic Transfer and Overlay NOTIS software which allows the direct transferand overlay of records from OCLC into the DELCAT database.

indicator the two positions enclosed between colons (:) in each variable field of a MARC record. They contain codes conveying information which interprets or supplements the data found in the field.

Integrated Online Library System (IOLS) A computer software package in which the data are only entered once and are stored in one place but then used for multiple purposes. DELCAT is an IOLS.

Item ID The number on the barcode, it is used to circulate the physical volume.

Item Record A DELCAT record for a physical piece used for circulation purposes.

Linked Item Record An item record which is attached to bibliographic and copy holdings information.

MARC Records The application of the MARC standards results in consistently organized records which provide information about a bibliographic item. Records are organized by fields.

MARC Tags Numeric codes which identify fields of a bibliographic record.

MARC Machine readable cataloging. A set of standards for identifying, storing, and communicating cataloging information.

OCLC A bibliographic utility. OCLC stores the cataloging of a large number of libraries on a central computer. We catalog materials using the OCLC computer and then receive tapes which contain records of our cataloging.

Order Linkage A code which appears below the NOTES field in a copy statement indicating that an order record is attached. It takes the form: AX-002-001.

Order Record The online record that contains all information pertaining to orders, claims, receipts, and payments for a particular item. Patron Record: the DELCAT record used to record information about each patron of the library. It includes addresses, patron status, and types of borrowing privileges allowed.

Patron Record The DELCAT record used to record information about each patron of the library. It includes addresses, patron status, and types of borrowing privileges allowed.

Production Tape A tape generated by OCLC that consists of all the records created and updated by the UD Libraries during a given period. Tapes are loaded into DELCAT weekly which increases the number of records found in DELCAT.

Production Database The database to which records are added regularly, and to which changes are made. This is in contrast to the training database you are using for practice. The two are not connected, so that we can experiment with the training database without doing damage to the official DELCAT database.

Search Key A one or two letter code specifying which index you which to search in the DELCAT technical services component.

Stop Word Words which are not searchable using a keyword search because they are too common. Some examples: the, a, an .

Subfield One of the data elements which make up a MARC field, identified by a delimiter and a subfield code.

Tag *See* MARC tag.

Transaction Code A four-character code used in DELCAT to indicate which component of the system you wish to use. All commands in the technical services mode must be prefixed by the transaction code LTDL.

Truncation The practice of shortening a search term to pick up variant entries.

Unlinked Item Record An item record not attached to a bibliographic and copy holdings record.

Variable Control Field *See* fixed field.

Variable Data Field *See* variable field.

Variable Field Also known as variable data field, variable fields are fields in the MARC record that contain uncoded information, and have a variable length.

Vendor Record A record used to record the name and address of a library vendor. There is an record for each vendor used in the library.

Volume Holdings Record The DELCAT record that contains information about volume holdings for a particular copy of a title.

Part V

APPENDICES

Appendix #1

Search Keys and Selected Technical Services Commands

SEARCH KEYS

Title LTDL find t=

Author LTDL find a=

Subject LTDL find s=

to retrieve multiple subheadings:

LTDL find s=women-africa-biography

to retrieve qualified headings (by dates, etc.):

LTDL find s=shakespeare william - 1564-1616-adaptations

LTDL find s=bible < english

Standard numbers

LC call number	LTDL find cl=
Su Doc	LTDL find cs=
Other types	LTDL find co=
LCCN	LTDL find nl=
ISBN	LTDL find nb=
ISSN	LTDL find ns=
OCLC no.	LTDL find no=
DELCAT no.	LTDL find ADC9876
Purchase order no.	LTDL find PO #

SELECTED DELCAT COMMANDS FOR BIBLIOGRAPHIC RECORDS

Commands to move between records

INDX (PF4)	return to the index display from a record
GUID (PF3)	return to the guide screen from a record
NEXT (PF1)	display the record for the next index entry
PREV (PF2)	display the record for the previous index entry

Commands to move within a record cluster

BIBL (PF6)	displays the record in bibliographic format, can also be used to display a particular record in the BIBL format. For example: LTDL BIBL AAD3423
HLDG (PF5)	displays a copy holdings record, can also be used to display a particular record in the HLDG format. For example: LTDL HLDG AAD3423
LONG	displays record in catalog card format
BACK (PF11)	displays previous screen of a record
VHLD	displays the volume holdings for the first copy, use vhld - 2 to display holdings for second copy
SUMM - CCN	displays summary screen of item records for the first copy, use summ - 2 to display a summary screen of item records linked to copy 2

ITEM (CCN)	displays the first item record associated with the copy control number. ITEM 3 will display the first item record linked to copy 3
DORD (order linkage #)	displays order record. The order linkage number is the number in the middle of the order linkage. e.g. AN-002-001 with 2 being the order linkage number

Additional commands

FIND	the basic search command. FIND always precedes the search key. For example: LTDL FIND t=History of the book.
TERM	redisplays the search term

To move from the public catalog to the technical services mode

Display a record in the public catalog. Type > and press ENTER. This works only if the terminal is not locked into the public catalog.

More detailed information about commands and search keys can be found in the *NOTIS Users Guide*, Volume I: Technical Services.

Appendix #2
Location Codes Used in DELCAT Technical Services

Location codes used in copy holdings record	Location which displays in the public catalog
main	Morris Library
agr	Agriculture Library
agr,ref	Agriculture Library—Reference
agr,mfch	Agriculture—microfiche
agr,mflm	Agriculture—microfilm
agr,stdc	
chem	Chemistry Library
chem,ref	
chem,mfch	
chem, mflm	
mars	Marine Studies Library
mars,ref	
mars,mfch	
mars,mflm	
phys	Physics Library
phys,ref	
phys,mfch	
phys,mflm	
usdc	U.S. Documents
usdc,over	U.S. Documents—oversized
usdc,ref	
usdc,mfch	

usdc,mflm	
stdc	State Documents
stdc,mfch	
stdc,mflm	
rcrd	Media Services—Audiovisual
cass	
vtpe	
vdsc	
micr	Media Services—Micromedia
mcmp	
mcrd	
mflm	
mfch	
mprt	
kit	Morris Library
undl	Special Collections—Unidel
undl,ref	Special Collections—Unidel Ref
del	Special Collections—Delaware
del,ref	Special Collections—Delaware Ref
spec	Special Collections
spec,ref	Special Collections—Reference
spec,hort	Special Collections—Horticulture
maps	Maps

Appendix #3

Annotated Linked Item Record

A. Brief bibliographic and copy holdings information: This comes from the bibliographic and copy holdings records to which this item record is linked.

B. Temporary location: If the item is on reserve, this field is used to record that fact. If there is a temporary location, the circulation policies of that location are in force for this item.

C. Item ID: The barcode number on the item.

D. Charges: A "counter" of the item's number of circulations.

E. Browses: A "counter" of the number of times the item was discharged without having been charged.

F. Charge information: Information about the patron who currently has the item. This is confidential information, not to be divulged to patrons.

G. Recall and Hold Information: Information about patrons who have placed recalls on the item.

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Appendix #4

Annotated Order Record

A. Brief bibliographic information: pulled from the bibliographic record.

B. PO#: the purchase order number assigned by DELCAT.

C. Date order was placed.

D. Vendor: coded vendor name

E. L1: selector's initials

F. 001: the two line "order scope statement" indicating actual volumes ordered (if multivolume), fund and amount encumbered.

G. Pay statement: indicated the vendor invoice number (I#), the DELCAT invoice number (INV), the fund charged and the amount.

H. Memo statement: Used to send a variety of follow up messages to a vendor. In this case a claim was placed on 5/5/89.

I. Note statement: Used to record status reports from vendor.

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